

Court Visitor Steering Committee May 31, 2011

(1) Summary of Decisions

Tim Shea was selected as chair.

Meeting schedule: 12:00 to 2:00 in the Judicial Council Room at the Matheson Courthouse. Fourth Tuesday, except as noted.

- June 28
- July 12 (2nd Tuesday)
- August 23
- September 27
- October 25
- November 22

One coordinator should be hired as soon as reasonably possible; the skill set should be those that will help develop the program infrastructure. A second coordinator should be hired later; the skill set should be developing community partnerships and recruiting and coordinating volunteer visitors. Each coordinator should have some skills in the other's primary area. The contract should be for \$40,000 per year without an escalation clause. Both appointees should be paid the same, but that decision might change.

Even though the appointee will be a contractor and not an employee, the contract should include a clause that the person will comply with court standards and policies.

The coordinator job description was edited to reflect these and other observations.

The initial focus of the program will be on visitors for adult guardianships. We will include guardianships of minors as time is available.

(2) Summary of Assignments

Donna Russell will send to Tim the risk factors for OPG guardians meeting with guardians and wards.

Tim Shea will research the use of interpreters when juvenile court probation officers meet with families in their homes.